

Reports 1-4-1
Jan 56

Records Management Officer for Reports and Correspondence

Records Management Staff

Report of Accomplishments July - December 1955

1. Correspondence Management

- a. Analyzed and indexed 76 types of repetitive headquarters correspondence as a basis for a continuing study to reduce the cost of inter office correspondence. As an initial step, developed an agency form for use in lieu of memorandums to report and record 15 types of authorizations. Headquarters and filed regulations to implement the new procedure are being reviewed by the Regulations Control Staff.
- b. Increased the usage of Letterex, particularly in the DD/P area, through continued publicity. An estimated 5 million sheets will be used in FY56. 4 million sheets were used in FY55.
- c. Promoted agency correspondence standards through:
 - (1) Lecture for the Office of Security Secretaries' Workshop
 - (2) Lecture for the Office of Training Administrative Support course.
 - (3) Article in the August issue of "Personnel Information Letter"
- d. Fostered further headquarters-wide interest in effective writing through articles in the "Personnel Information Letter," and by publicizing the handbook Plain Letters. Requests for 200 copies of this booklet, representing a cross-section of headquarters, have been received since the initial distribution of 1,200 copies.
- e. Studied the forms and procedures used in preparing dispatches, and recommended improvements which should result in faster training of personnel who prepare dispatches, further reductions in cable traffic, and estimated labor savings of \$18,845.

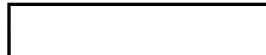
2. Reports Management

- a. Initiated the DD/S Reports Management Program and provided staff assistance which resulted in:
 - (1) An inventory of all requirements for reports in the DD/S area.
 - (2) Establishment of controls over the creation of new requirements for reports.

- (3) Disclosure of over fifty requirements for inter office reports subject to further study.
 - (4) Cancellation of the Office of Logistics Vehicular Status Report which required 224 hours annually to prepare.
 - (5) Reduction in frequency of the Office of Personnel activity report from weekly to bi-weekly and its reduction in length from about thirty pages to eight.
- b. Initiated a DD/I reports management survey which has resulted in an inventory of requirements for reports in the DD/I area.
 - c. Provided the SSA/DD/S with guides on reports management on which he has based a plan for a DD/P reports management program.
- Reports management programs in the DD/S, DD/I, and DD/P areas are being developed according to similar policies, procedures, and objectives as outlined in our guides. An agency program composed of the three integrated area programs is thus assured.
- d. Collaborated with the Office of the Comptroller in developing simplified procedures for reporting and accounting for penalty indicia mail used by the agency.
 - e. Publicized reports management through an article in the "Personnel Information Letter" and the distribution of 600 copies of our booklet, "Analyzing Requirements for Administrative and Management Reports."

3. General Activity

- a. Completed the evaluations on eleven employee suggestions.
- b. Collaborated with the Office of Personnel in developing position standards for the Records Management series.
- c. Reviewed seventy-five proposed regulatory issuances. Submitted to the Regulations Control Staff recommendations on eight of these.



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